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TRAINING COORDINATOR, MENTAL HEALTH

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↑ **APPLY**

Salary ⓘ \$68,564.88 - \$89,930.16 Annually **Location** ⓘ Los Angeles County, CA

Job Type Full time

Department MENTAL HEALTH

Job Number b1865B

DESCRIPTION

BENEFITS

QUESTIONS

Position/Program Information

DEPARTMENT OF MENTAL HEALTH
EXAM NUMBER: b1865B
OPEN COMPETITIVE JOB OPPORTUNITY

FILING START DATE: 08/28/2015

THIS EXAMINATION IS CURRENTLY OPEN CONTINUOUSLY BUT MAY BE SUSPENDED OR
CLOSED AT ANY TIME WITHOUT ADVANCE NOTICE.

DEFINITION:

Coordinates and develops programs to meet the training needs of the staff within the Department of Mental Health.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a higher-level administrator and are responsible for developing, coordinating, implementing, and monitoring a comprehensive training program within the Department of Mental Health. Incumbents are allocated to the department's Training and Cultural Competency Bureau and are required to utilize technical expertise and knowledge of developing employee training resources, principles of training and management theory, skills in dealing with professional groups, and methods and techniques of evaluating training programs. The positions are distinguished from the

position of Mental Health Education Consultant in that the latter educate public and private agencies.

Essential Job Functions

Determines training needs in mental health services, consultation, evaluation and research, and electronic data processing through investigation, consultation, and evaluation of requests.

Plans, develops, and implements training programs in community mental health techniques, including crisis intervention techniques, for departmental, inter-departmental, and contract agencies' staff.

Prepares or secures training materials such as manuals, charts, educational materials, pamphlets, or other visual aids.

Observes and evaluates the effectiveness of trainers and analyzes training results, recommending revisions where appropriate to increase the effectiveness of departmental training programs.

Coordinates mental health training programs for psychiatric residents and trainees in psychiatric social work and public health nursing with the education programs of local colleges and universities.

Maintains records and reports of training program activities, employee participations, attendance, and related matters.

Requirements

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

A Master's degree from an accredited college or university with specialization in the Behavioral Sciences, Psychiatric Nursing, Psychiatric Social Work, Rehabilitation Counseling, Public Administration, Public Health, or a closely-related field -AND- either (1) two years of experience teaching, developing, or coordinating training programs or (2) two years of experience in a community mental program providing direct therapeutic services or mental health consultation. A Ph.D. from an accredited college or university with specialization in one of the above fields will be accepted for one year of the required experience.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

Additional Information

Past and present mental health clients and family members are encouraged to apply.

EXAMINATION INFORMATION: This examination will consist of an evaluation of education and experience based upon application information, weighted 100%. Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

Vacancy Information: The resulting eligible register will be used to fill vacancies throughout the Department of Mental Health as they occur.

Eligibility Information: The names of candidates receiving a passing grade in this examination will be placed on the eligible register and, unless appointed, will appear in the order of their scoring group for a period of at least twelve (12) months following the date of eligibility.

Special Information:

Appointees may be required to work any shift, including evenings, nights, holidays or weekends.

Application and Filing Information:

All applicants are required to submit a Standard County of Los Angeles Employment Application online only. Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments to the applications.

You MUST complete the filing process ONLINE (via electronic submission) ONLY.

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

Instructions for Filing: A standard County of Los Angeles Employment Application for this examination must be completed online and submitted electronically. Applications electronically received after 5:00 pm, PST on the last day of filing will not be accepted.

Special Requirement Information:

Degree(s) and/or Official Transcripts must indicate the required specialized field in order to be evaluated. Candidates whose educational degree(s) and/or Official Transcripts do not show the specialty must provide a written statement from their university or college

Registrar's Office indicating the education specialty on the university/college's letterhead. A copy of your degree, Official Transcripts, and/or written statement from the Registrar's Office must be submitted at the time of filing or within 15 calendar days from the filing date.

Additional documents may be sent by email to exams@dmh.lacounty.gov (<mailto:exams@dmh.lacounty.gov>), please include exam number and exam title in the subject line.

To apply online, click on the link above or below this bulletin that reads, Apply to Job.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Please be sure your application indicates complete information, including dates for education and jobs held which relate to this position. For each job held, give the name and addresses of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part-time) and salary earned. Resumes showing training and experience may be attached to the Los Angeles County Application. All information and records are subject to verification. Falsification of records can result in disqualification from the examination or termination of employment.

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SOCIAL SECURITY NUMBER LANGUAGE

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Department Contact Name: Richard Aaron

Department Contact Phone: (213) 972-7035 or (213) 972-7034

Department Contact Email: exams@dmh.lacounty.gov (<mailto:exams@dmh.lacounty.gov>)

California Relay Services Phone: (800) 735-2922

ADA Coordinator Phone: 213-972-7034

Teletype Phone: 800-735-2922

Agency	Address	Website
County of Los Angeles	***** Los Angeles, California, 90010.	http://hr.lacounty.gov (http://hr.lacounty.gov)

JOB OPPORTUNITIES (/CAREERS/LACOUNTY) **ACCOUNT (/CAREERS/LACOUNTY/APPLICATIONS)**

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